

Railroad Commission of Texas

Monthly Production Report (PR)



Class Description

This presentation is a general overview of how to file monthly production reports(PR) utilizing the Railroad Commission of Texas Online Filing System.

During this presentation we will also discuss how to stay in compliance with rules and regulations.



Why file production reports (PR's)?

- Statewide Rules (SWR)
 - SWR 27
 - SWR 54
 - SWR 58 (b)



PR Information

- Oil/Condensate Production is reported in Barrels (BBLS)
- Gas Well Gas (GWG) Production and Casinghead Gas (CSGHD) should be reported in thousand cubic feet (MCF)
- Disposition
- Stock on hand
- All volumes need to be in whole numbers



When to file PR reports

Production reports are required to be filed on or before the last working day of the month following the month covered by the report – October 31, 2015, PR's are due for September 2015.

Month production initiates regardless if it is prior to the completion date.

Reclassifications: For both Oil and Gas Wells

- Reports are required from the test date
- Stock cannot be transferred

Transfer of Stock:

- Rule SWR-10, field transfers, unitizations, subdivision, consolidations.
- PR remarks should reflect volume transferred as well as to and from which lease along with the effective date.



DISPOSITION CODES

Oil / Condensate :

Code 3 & 6 - Require R-2 Facility (Facility Name and Permit #)

Code 4 – Movement letter/remark

Code 5 – Lost or stolen (includes loss from fire, leaks, spills, breaks and theft.) File Form H-8 if greater than 5 barrels (SWR – 20)

Code 8 – Skim liquid hydrocarbons (as charged back on Form P-18 by a saltwater disposal system)

Code 71 – Operator Change (used to adjust stock based on a gauge of the stock upon transfer of the operator)

Code 72 – Road Oil (used to show stock disposed of via the use of road oil . Requires a minor permit from the district office)

Code 73 – Lease Use – (Liquid hydrocarbons used on the lease or another lease for drilling purposes and will not be recovered, ex: drilling mud, lubrication of tubing, etc.)



DISPOSITION CODES continued...

Oil / Condensate:

Code 74 – Production lost to formation (Liquid hydrocarbons used on the lease for fracturing, hot oil, etc. and will not be recovered <u>prior</u> to plugging)

Code 75 – Other (Requires detailed explanation)

Contact RRC Production Department prior to submittal – (512) 463-6726

Casinghead/Gas Well Gas (Column 12):

Code 4 – Vented or Flared

Questions: Terry Edwards (512) 463-6785



PR Filing Options

- 1. Online
- 2. Electronic Data Interchange (EDI)
- 3. Hard Copy



Navigating to the Online System

www.rrc.texas.gov



10/5/2015



Log In



The RRC Online System allows authorized entities to electronically file certain forms with the Railroad Commission online or through EDI. Forms processed through this system are ones containing data that has been migrated from the Commission's mainframe to an open system environment. Through the RRC Online System, forms can be filed online over the Internet using a web browser, or data files can be uploaded through the application.

How to Obtain a User ID:

To utilize the Online Filing system, you must have a User ID that is assigned to you by your company's designated Security Administrator. A company or individual may designate a Security Administrator by completing the Security Administrator Designation (SAD) form and mailing it to the RRC. When the SAD form is processed, the Security Administrator will receive a User ID and a temporary initial password. The Security Administrator will be able to log into the RRC Online System using their assigned User ID and create User IDs for users within their company. They will also be able to assign certain electronic filing rights for those accounts, and perform account maintenance activities (such as resetting passwords) when needed.

If you are uncertain whether your company has a security administrator, please email the Commission at rcconline-security@rrc.state.tx.us.

- 1. Read the requirements for participating in online filing.
- 2. Print the SAD form.
- 3. Complete and sign the form then mail it to the RRC, following instructions on Page 2 of the form. When the form is processed, the designated security administrator will receive a User ID and temporary password by email.
- 4. The security administrator will log into the system and assign User IDs and filing rights.

Enter your UserID & Password. If you have forgotten either use the Forgot Password? & Forgot User ID options to have instructions emailed to you.

10/5/2015



PRODUCTION APPLICATION



Welcome to the RRC Online System

Your password will expire on Oct 15, 2015
Click on the "Account Administration" link below to change your password.

Main Application

- Account Administration
- Production Reports
- · Drilling Permits (W-1)
- Completions
- P-4 Change of Gatherer/Purchaser
- · Well Status Report (G10/W10)

Internal Applications

· Remittance Mgmt System

Try out our new home page!

You can try new features, get to the applications you currently use, and provide feedback by using the beta bar.

If you have any issues with applications accessed via the new portal, return here and use the current RRC Online System..

RRC Online Home page (New)

Getting Started with the New Operator Portal



ONLINE FILING OPTIONS



Production Reports

Production Reports Main Filing PR Queries Production Reports Help

Production Reports Home

File Production Report (Filing for your own company.)

Select Operator (Filing on behalf of another operator.)

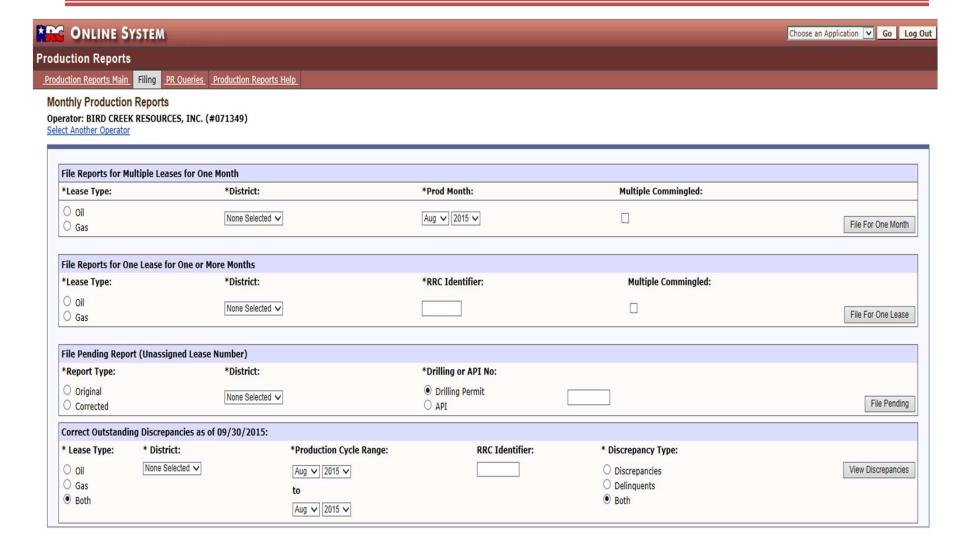
PR (EDI) File Upload

PR Test EDI Upload

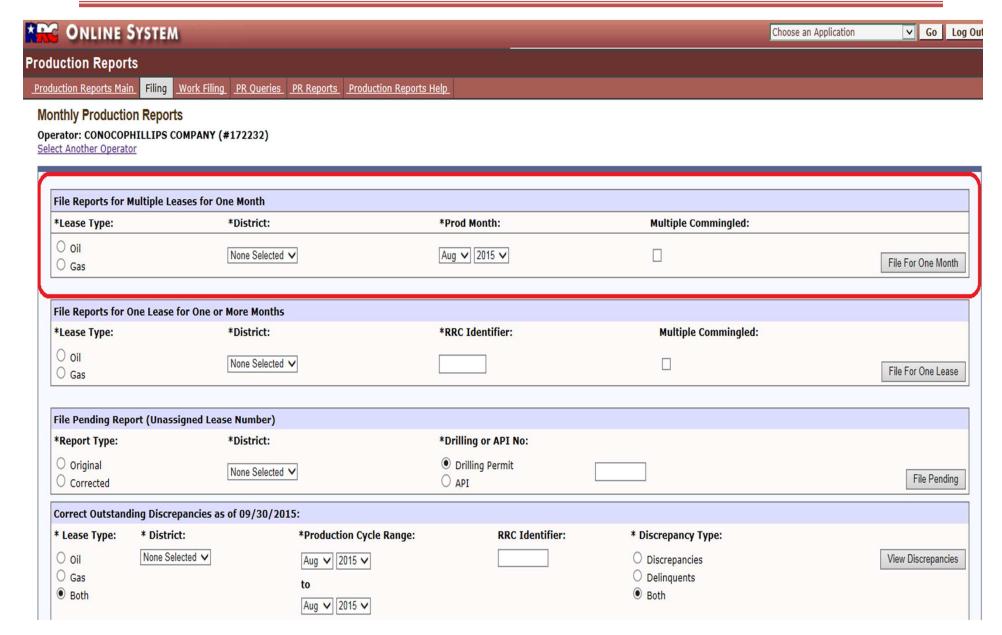
Current Production Cycle: August 2015



FILING PAGE



FILE FOR MULITPLE LEASES/ONE MONTH



FILE FOR MULITPLE LEASES/ONE MONTH

Production Reports						
Production Reports Main	Filing	Work Filing	PR Queries	PR Reports	Production Reports Help	

File Reports for Multiple Leases for One Month

Oil/Condensate (whole barrels) Gas/Casinghead Gas - MCF												
RRC Identifier	Commingle Permit No.	Production	Disposition On Hand Volume Code End of Month		Formation Production	Disposit Volume	ion Code					
19297		4000	3997	01	10	6830	30	01				
							6800	02				
27818		500	500	00	200	10243	10000	03				
							243	04				
36482		500	400	01	100							



VERIFY DATA

Production Reports

Production Reports Main Filing

Work Filing PR Queries PR Reports Production Reports Help

File Reports for Multiple Leases for One Month - Confirmation

Warning: After reviewing the data, click the Confirm and Submit button ONE time only. Multiple submissions can cause processing delays.

Filing Operator:

CONOCOPHILLIPS COMPANY (172232)

District:

08

Prod Month:

Sept 2015

Lease Type:

Oil

Confirm and Submit

Return

	0i	I/Conden	sate (w	hole barre	ls)					Gas/Casinghead Gas - MCF		
				RRC	Commingle		Disposition On Hand oduction Volume Code End of Mont		On Hand	Formation	Dispos	ition
Field Name	Lease Name	Well No.	District	Identifier					End of Month	Production	Volume	Code
COWDEN, SOUTH	SOUTH COWDEN UNIT		08	19297		4,000	3,997	01	10	6,830	30	01
											6,800	02
ANDECTOR (ELLENBURGER)	SOUTH FAULT BLOCK UNIT		08	27818		500	500	00	200	10,243	10,000	03
											243	04
						Gas 04 Vented						
MARTIN (CONSOLIDATED)	UNIVERSITY 11-C		08	36482		500	400	01	100	0		

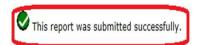
Edit

Confirm and Submit

Return



CONFIRM AND SUBMIT



Filing Operator: CONOCOPHILLIPS COMPANY (172232)

Prod Month: Sept 2015

Return to Filing Menu

District:

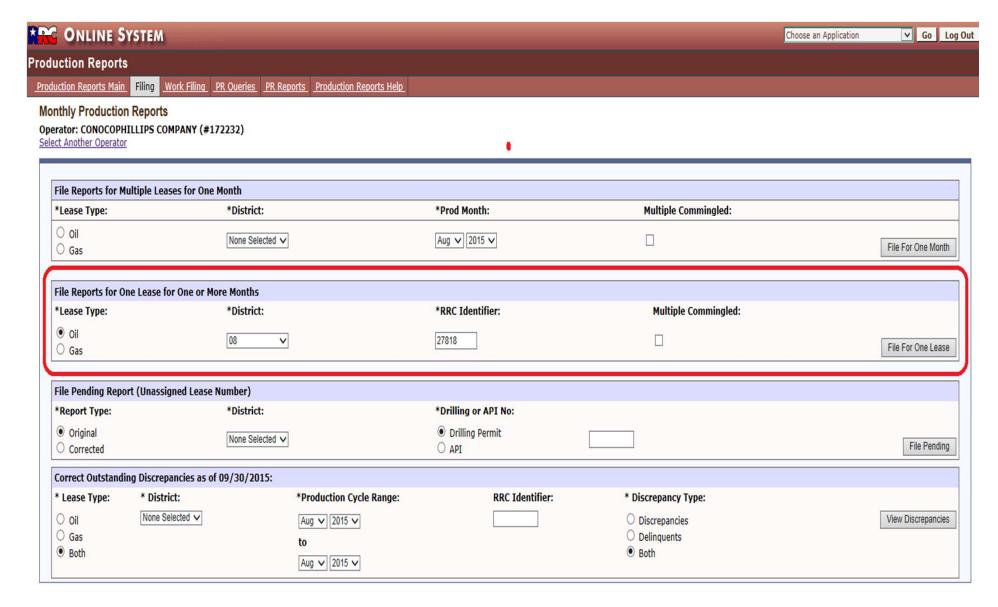
Lease Type:

	Oi	I/Conden	sate (w	hole barre	ls)					Gas/Casingl	Gas/Casinghead Gas - MCF		
				RRC	Commingle		Dispos	ition	On Hand	Formation	Dispos	ition	
Field Name	Lease Name	Well No.	District	Identifier			Volume	Code	End of Month	Production	Volume	Code	
COWDEN, SOUTH	SOUTH COWDEN UNIT		08	19297		4,000	3,997	01	10	6,830	30	01	
											6,800	02	
ANDECTOR (ELLENBURGER)	SOUTH FAULT BLOCK UNIT		08	27818		500	500	00	200	10,243	10,000	03	
											243	04	
						Gas 04 Vented							
MARTIN (CONSOLIDATED)	UNIVERSITY 11-C		08	36482		500	400	01	100	0			

View Printable Format

08 Oil

FILE FOR ONE LEASE/MULTIPLE MONTHS



CORRECTED PR's/MULTIPLE MONTHS

Production Reports

Production Reports Main

Filing

Work Filing PR Queries

PR Reports

Production Reports Help

File Reports for One Lease for One or More Months

Gas Disposition Codes
Oil Disposition Codes
Error and Warning Messages
Error Codes

Filing Operator: CONOCOPHILLIPS COMPANY (172232)

Field: ANDECTOR (ELLENBURGER)

Lease: SOUTH FAULT BLOCK UNIT

RRC Identifier:

District:

fier: 27818

08

Gas Well #:

Lease Type: Oil

Submit

Clear

	Oil/0	Condensate (v	whole barrels)		Gas/Casinghead Gas - MCF			
Prod Month	Commingle		Dispositi	on	On Hand	Formation	Disposition		
	Permit No.	Production	Volume	Code	End of Month	Production	Volume	Code	
042015		500	500	01	258	100	100	03	
052015		400	450	01	308	150	150	03	
062015		700	650	01	358	172	172	03	
072015		725	725	01	358	134	134	03	
082015		500	500	01	458	117	177	03	



VERIFY DATA

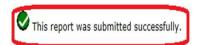
File Reports for One Lease for One or More Months

Oil Disposition Codes Error and Warning Messages

Discrepancies											
Filing Operator: Field: Lease:	A	ONOCOPHILLIPS CO NDECTOR (ELLENBU OUTH FAULT BLOCK	JRGER)				District: RRC Identifier: Gas Well #:	08 27818			
						ı	_ease Type:	Oil			
Submit Cancel	Return										
		Oil/Condensate (w	hole barrels)			Gas/C	asinghead Gas - Mo	CF	D e		
				Disposit	tion	l e					
Prod Month (mmyyyy)	Commingle Permit No.	Production	Volume	Code	On Hand End of Month	Formation Production	Volume	Code	t e		
042015		500	500	01	258	100	100	03			
Warning #1049: F Queries' menu.	Warning #1049: Production report is already on file for this lease. By submitting, you will replace the existing report. The report already on file can be viewed from the 'PR Queries' menu.										
052015		400	450	01	308	150	150	03			
		lance. See Help for malready on file for this		ı, <mark>y</mark> ou will r	eplace the existing rep	oort. The report alre	eady on file can be vi	ewed from the	e 'PR		
062015		700	650	01	358	172	172	03			
Warning #1049: F Queries' menu.	Production report is	already on file for this	lease. By submitting	, you will re	eplace the existing rep	oort. The report alre	eady on file can be vi	ewed from the	'PR		
072015		725	725	01	358	134	134	03			
Warning #1049: F Queries' menu.	Production report is	already on file for this	lease. By submitting	, you will re	eplace the existing rep	oort. The report alre	eady on file can be vi	ewed from the	'PR		
082015		500	500	01	458	117	117	03			
-		lance. See Help for m	- A CONTRACTOR OF THE CONTRACT	77		2					
Warning #1049: F Queries' menu.	Production report is a	already on file for this	lease. By submitting	, you will re	eplace the existing rep	oort. The report alre	eady on file can be vi	ewed from the	PR		
Submit Cance	Return										



CONFIRM AND SUBMIT



Filing Operator: CONOCOPHILLIPS COMPANY (172232)

Prod Month: Sept 2015

Return to Filing Menu

District:

Lease Type:

	Oi	I/Conden	sate (w	hole barre	ls)					Gas/Casingl	Gas/Casinghead Gas - MCF		
				RRC	Commingle		Dispos	ition	On Hand	Formation	Dispos	ition	
Field Name	Lease Name	Well No.	District	Identifier			Volume	Code	End of Month	Production	Volume	Code	
COWDEN, SOUTH	SOUTH COWDEN UNIT		08	19297		4,000	3,997	01	10	6,830	30	01	
											6,800	02	
ANDECTOR (ELLENBURGER)	SOUTH FAULT BLOCK UNIT		08	27818		500	500	00	200	10,243	10,000	03	
											243	04	
						Gas 04 Vented							
MARTIN (CONSOLIDATED)	UNIVERSITY 11-C		08	36482		500	400	01	100	0			

View Printable Format

08 Oil



PENDING AN RRC ID/LEASE NUMBER

🔀 Online System				Choose an Application	✓ Go Log (
oduction Reports					
roduction Reports Main Filing	Work Filing PR Queries PR Reports Production	Reports Help			
Monthly Production Report Operator: CONOCOPHILLIPS Co Select Another Operator					
File Reports for Multiple Le	ases for One Month				
*Lease Type:	*District:	*Prod Month:	Multiple Commingled:		
O oil O Gas	None Selected 🗸	[Aug ∨] [2015 ∨]			File For One Month
File Reports for One Lease *Lease Type:	for One or More Months *District:	*RRC Identifier:	Multiple Commingled:		
O Oil O Gas	None Selected V				File For One Lease
File Pending Report (Unass	igned Lease Number)				
*Report Type:	*District:	*Drilling or API No:			
Original Corrected	None Selected 🗸	Drilling Permit API			File Pending
Correct Outstanding Discre	pancies as of 09/30/2015:				
* Lease Type: * District O Oil O Gas Both		ange: RRC Identifier:	* Discrepancy Type: Obscrepancies Delinquents Both		View Discrepancies



PRODUCTION ON A PENDING LEASE

Original Production Report for a Pending Lease

Gas Disposition Codes
Oil Disposition Codes
Error and Warning Messages
Error Codes

Field Name			Lease	e Name			Gas W	ell No.			
Spraberry (Trend Area) Maclom Seven							1				
Oil/Condensate (whole barrels)								Gas	/Casir	nghead Gas -	MCF
Prod Month	Commingle			Dispositi	on	On Hand		Formation		Disposi	tion
(mmyyyy)	Permit No.	Produ	ction	Volume	Code	End of	nd of Month		ction	Volume	Code
072001		500		400	01	100		382		382	03
									==		#==



VERIFY DATA

Original Production Report for a Pending Lease

Gas Disposition Codes
Oil Disposition Codes
Error and Warning Messages
Error Codes

	Warning: After reviewing the data, click the Confirm and Submit button ONE time only. Multiple submissions can cause processing delays.										
Filing C	perator: CO	NOCOPHILL MPANY (17	.IPS 2232)		Distr		08 ier: 797	126			
Edit	Edit Confirm and Submit Return										
Field Na	me		Lease I	Name			Gas W	ell No.			
SPRABER	RRY (TREND A	REA)	MACLON	MACLOM SEVEN 1							
	Oil/Co	ndensate (v	whole ba	rrels)		Gas/	Casingl	nead Gas	- MCF		
Prod	Commingle		Dispos	ition	On Hand	Fori	nation	Dispos	ition		
Month			Volume	Code	End of Montl	Proc	luction	Volume	Code		
07/2001		500	400	01	100)	382	382	03		
Edit Confirm and Submit Return											



CONFIRM AND SUBMIT

This report was submitted successfully.

Filing Operator: CONOCOPHILLIPS COMPANY (172232)

08 District:

RRC Identifier: 797126

Return to Filing Menu

View Printable Format

Field Name	Lease Name	Gas Well No.
SPRABERRY (TREND AREA)	MACLOM SEVEN	1

Oil/Condensate (whole barrels) Gas/Casinghead Gas - MCF								
Prod	Commingle		Disposition		On Hand	Formation	Disposition	
Month	Permit No.	Production	Volume	Code	End of Month	Production	Volume	Code
07/2001		500	400	01	100	382	382	03

Return to Filing Menu

Pending an RRC ID or Lease Number



PRS ARE REQUIRED TO BE FILED REGRADLESS IF AN RRC ID/LEASE NUMBER HAS BEEN ASSINGED OR NOT

Drilling Permit or American Petroleum Institute (API) Number

- ☐ Identifying Information needs to be correct
- √ Field Name
- ✓ Lease Name
- ✓ Well Number
- ✓ Drilling Permit (DP) or API Number
- ☐ Be Consistent with Drilling Permit Number or API Number
- ☐ Oil Wells
- ✓ If well is being assigned to an existing lease number, file production combined (do not file a separate pending report for that well)
- ✓ Otherwise amended reports will be required combining production information



Outstanding Discrepancies

auction Reports						
duction Reports Main	Filing Work Filing	PR Queries PR F	Reports Product	tion Reports Help		
onthly Production perator: CONOCOPHI lect Another Operator	•	:172232)				
File Reports for Mul	tiple Leases for On	e Month				
*Lease Type:	*District:		*Prod M	onth:	Multiple Commingled:	
Oil O Gas	None Select	ed 🗸	Aug 🗸	2015 🗸		File For One Month
File Reports for One		Nore Months				
*Lease Type:	*District:		*RRC Ide	entifier:	Multiple Commingled:	
O Oil O Gas	None Select	ed 🗸				File For One Lease
File Pending Report	(Unassigned Lease	· Number)				
*Report Type:	*District:		*Drillin	g or API No:		
Original Corrected	None Selec	ted 🗸	DrilliAPI	ing Permit		File Pending
Correct Outstanding	g Discrepancies as o	of 09/30/2015:				
* Lease * Dis Type:	trict:	*Production Cy	cle Range:	RRC Identifier	* Discrepancy Type:	
Oil States Gas Both	wide 🗸	Aug V 2014 V to Aug V 2015 V]		DiscrepanciesDelinquentsBoth	View Discrepancies



RESULTS

Outstanding Discrepancies List as of 09/30/2015

Filing Operator: CONOCOPHILLIPS COMPANY(172232)

Lease Type: Both Discrepancy Type: Both

District: SW Production Cycle: 08/2014 to 08/2015

Page: 1 2 3 4 5 6 7 8 9 of 9 | [Next >]

Prod Month	Lease Type	District	RRC Identifier	Lease Name	Field Name	Gas Well	Discrepancy
08/14	0	08	39777	DRONE BEE	EMBAR (DEVONIAN)		Discrepancy
08/14	0	08	44923	MILLARD -B-	PENWELL (DEVONIAN)		Discrepancy
08/14	0	08	<u>45736</u>	MILLARD -E-	PENWELL (WADDELL)		Discrepancy
08/14	G	08	276629	DALTEX MUNN 42-43	FORD, WEST (WOLFCAMP)	1H	Delinquent
08/14	G	08	276751	SMITHER STATE 1	FORD, WEST (WOLFCAMP)	2H	Delinquent
08/14	0	7C	17983	UNIVERSITY NG	SPRABERRY (TREND AREA)		Discrepancy
09/14	0	08	39777	DRONE BEE	EMBAR (DEVONIAN)		Discrepancy
09/14	0	08	41225	DOUTHIT	HOWARD GLASSCOCK (CONSOLIDATED)		Discrepancy
09/14	0	08	41234	DOUTHIT-B 1	HOWARD GLASSCOCK (CONSOLIDATED)		Discrepancy
09/14	0	08	41250	SETTLES, W. R.	HOWARD GLASSCOCK (CONSOLIDATED)		Discrepancy
09/14	0	08	41251	SETTLES, W. RA-	HOWARD GLASSCOCK (CONSOLIDATED)		Discrepancy
09/14	0	08	41254	SETTLES, W. RC-	HOWARD GLASSCOCK (CONSOLIDATED)		Discrepancy
09/14	0	08	41256	SETTLES-YATES UNIT	HOWARD GLASSCOCK (CONSOLIDATED)		Discrepancy
09/14	0	08	44923	MILLARD -B-	PENWELL (DEVONIAN)		Discrepancy
09/14	0	08	<u>45736</u>	MILLARD -E-	PENWELL (WADDELL)		Discrepancy
09/14	0	08	46119	FRANK -B-	ANDECTOR (WICHITA ALBANY)		Discrepancy
09/14	0	7C	17983	UNIVERSITY NG	SPRABERRY (TREND AREA)		Discrepancy
10/14	0	08	04867	MILLARD -B-	PENWELL (ELLENBURGER)		Discrepancy
10/14	0	08	39777	DRONE BEE	EMBAR (DEVONIAN)		Discrepancy
10/14	0	08	41225	DOUTHIT	HOWARD GLASSCOCK (CONSOLIDATED)		Discrepancy
					Page: 123456789 of 9 [Ne	xt > 1	

Page: 1 2 3 4 5 6 7 8 9 of 9 | [Next >]



DISCREPANCY EXAMPLE

Fix Discrepancies

Gas Disposition Codes
Oil Disposition Codes
Error and Warning Messages
Error Codes

District: 08

Discrepancies

Filing Operator: CONOCOPHILLIPS COMPANY (172232)

Prod Month: August 2015

Submit Return

Oil/Condensate (whole barrels) Total for Month								Gas/Casinghead Gas - MCF			
Lease No. Lease Total Flag	Lease	Comm. No	On Hand End of Previous Month	Production	Disposition	On Hand End of	Formation	Disposition		Add Line	
		Comm. No.		Volume Code	Month	Production	Volume	Code			
45736		5939	27	79	59	00	47	136	133	03	Add
									3	04	

Warning #1056: This lease is not listed on the commingle permit entered for this month/year. You may submit this report pending your required commingle application approval.

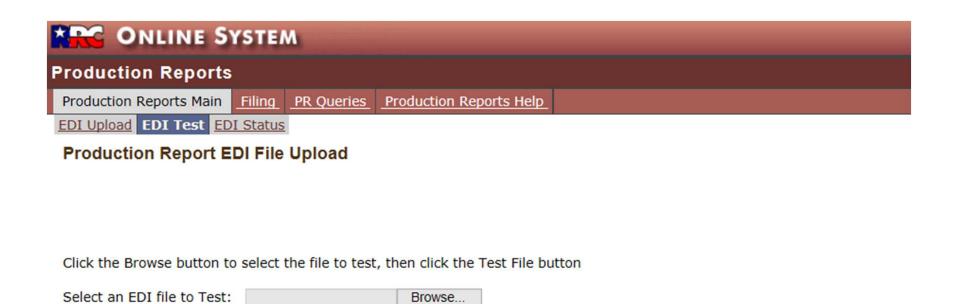
Disposition Remarks

Commingle Permit No.	Oil Code	Gas Code	Remark
5939		04	Gas 04 GAS FLARED BY PERMIT

Submit Return



EDITEST



Test File

Disclaimer | RRC Online Home | RRC Home | Contact

FILE EDI





EDI — Electronic Data Interchange Upload File

Found under online Production Reports Home:

- > PR User ID
- > RRC On-Line System
- > PR EDI Upload
- Browse and then verify
- Check verified files
- > SUBMIT
- Update Successful
- > EMAIL: pr_edi_upload@rrc.texas.gov



EDI – Electronic Data Interchange Upload File

Reminders:

- ✓ Current and Late Production Reports cannot be combined in the same file
- ✓ Receive an Update Successful Message
- **✓ E-Mail Confirmation**



EDI — Electronic Data Interchange Upload File

PR EDI Upload Email Message:

- > File Name
- > Upload Time 2005-05-11 11:27:43.351
- > Agent ID
- > Submitter ID
- > Agent Phone #
- Number of records received
- > Number of records processed successfully
- Number of records dropped

A	USING DARK INK MONTH	LY PRODUCTION REPORT	Forn 02/2	
Operator Name Operator Address City State	P.O	OAD COMMISSION OF TEXAS Oil and Gas Division (1701 N. Congress) D. Box 12967 – Capitol Station Austin, Texas 78711-2967 http://www.rrc.state.tx.us	perator No.	Page RRC D/t No of FIII here if COR ECTED REPORT
(If multiple Volume s exi	ON RRC RECORDS st, put them on the next line) (SAP RRC Identifier Commingle Permit # LSE Tota 4	OIL/CONDENSATE (V SEE BACK FOR EXP) OPERATOR # 6-digit	TION CODES * On hand, Form and of month Produ 9 10	MCF Tot Month
Nee	eds to be in Whol	e numbers		~ & 6E
Abbi	Remarks	Only column that can	Requi each	atures ired on page
All o	entifier	n only have one volur	ne pel	
			e w/AC	



Hard Copy Processing Issues

- ✓ Not on approved format
- **✓ NO SIGNATURE** signatures are required on ALL pages
- ✓ Only Blue or Black Ink accepted
- ✓ Column 2 Lease Type
- ✓ Font too small with the exception of column 1
- ✓ Incorrect District/RRC Identifier and Operator Number
- ✓ Month/Year
- ✓ Field Name not on each page
- ✓ Breaking of RRC identifier from one page to another



On Line System Reminders

- ✓ Logging On: Use PR User ID, NOT Administrator ID
- ✓ ONLY click on Multiple Commingling if your lease is on more than ONE permit
- ✓ DO NOT use same RRC identifier on different lines for additional codes
- ✓ Review the MONTH/YEAR and verify lease information
- ✓ Confirm and Submit
- √ View printable format



PR On-Line System continued...

Filing:

- ✓ Read Website Requirements for Filing Electronically
- ✓ Administrator Designation (SAD) form
- ✓ Receive your email from P-5 with User ID and instructions
- ✓ Administrator User ID cannot file on the PR system
- ✓ Administrator gives employees filing rights



QUESTIONS?



Contact Information

Production

General Phone Line (512) 463-6726

ProductionReporting-Info@rrc.texas.gov